

**Center for International Business Studies
Mays Business School
Texas A&M University
<http://mays.tamu.edu/cibs>**

**Reciprocal Exchange Fact Sheet
2014 – 2015 Academic Year**

Contact Information

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CIBS Main Website: <http://mays.tamu.edu/cibs>

**CIBS Exchange
Student Website:** <http://maysweb.tamu.edu/cibs/for-students/incoming-exchange-students/>

Contacts:

Ms. Katy Lane	Email: klane@tamu.edu
Mays Exchange Coordinator	Tel: 979.845.7256
Center for International Business Studies	
Mr. Ben Petty	Email: bpetty@tamu.edu
Texas A&M Exchange Coordinator	Tel: 979.845.0544
Study Abroad Program Office	

Additional Websites: Texas A&M University: <http://www.tamu.edu>
Mays Business School: <http://mays.tamu.edu>
International Student Services: <http://iss.tamu.edu>

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Application Process

The application deadline for the fall semester or full academic year is **March 1st**. The deadline for the spring semester is **October 1st**.

After approval by the exchange program coordinator at the student's home university, incoming exchange students must create an online account with the Study Abroad Program Office. Please follow these directions: [Exchange Application Instructions.pdf](#) to create an online account and to complete the exchange application. Students will be assigned a university ID number (UIN) once they have been accepted to the university. You do not need this UIN to apply.

Arrival information may be added once the student finalizes travel plans; however, it is not recommended that students finalize travel plans until the J-1 student visa has been issued.

For questions related to the application process, contact Ben Petty in the Study Abroad Program Office at bpetty@tamu.edu.

Academic Calendar

2014 Fall Semester	International student orientation & check-in	August 25
	Mays Business School orientation	August 26
	Meet with Mays advisor to finalize courses	August 27
	International Student Conference	August 28
	Last day to register for fall classes	August 29
	Fall semester classes begin	September 1
	Last day to add/drop a class	September 5
	Last day to drop classes without penalty	November 21
	Thanksgiving Holiday (no classes held)	November 27-28
	Final exams	December 12, 15-17
2015 Spring Semester	International student orientation & check-in	January 12
	Mays Business School orientation	January 13
	Meet with Mays advisor to finalize courses	January 14
	International Student Conference	January 15
	Last day to register for spring classes	January 16
	Spring semester classes begin	January 20
	Last day to add/drop a class	January 26
	Spring Break (no classes held)	March 16-20
	Last day to drop classes without penalty	April 21
	Final exams	May 8, 11-13

For a more detailed academic calendar, visit <http://registrar.tamu.edu/general/calendar.aspx>.

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Course Structure

Language: Courses are taught in English. Although there is no formal English proficiency requirement for reciprocal exchange students, a TOEFL score of 550 (pencil-and paper version) or 213 (computer version) is generally required for international students. This should be taken into consideration.

Class size: Varies anywhere from around 20 students to upwards of 450 students in the largest classes. Generally, upper level and major-specific classes tend to be smaller, while lower-level classes that are required by multiple majors tend to be larger. The capacity of each class is listed in the course schedule.

Attendance: Most classes are not attendance mandatory but attendance is strongly encouraged. See the course syllabus for the specific policy of each class.

Meeting Times: Most classes meet either on Monday, Wednesday, and Friday (MWF) for 50 minutes each, on Monday and Wednesday (MW) for 1 hour and 15 minutes each day, or on Tuesday and Thursday (TR) for 1 hour and 15 minutes each day. Some graduate courses meet once a week for 2 hours and 30 minutes. See the course schedule for specific class times.

Exams: Exams are most often written with a combination of multiple choice, true/false, matching, short answer and essay questions. In larger classes, exams are often purely multiple choice to facilitate easier and faster grading. Most courses have between 1 and 4 exams throughout the semester and a final exam during specified final exam times at the end of the semester. Structure varies by class and is determined by the professor.

Grading System: Percentage-based grading:

<u>Grade (%)</u>	<u>Description</u>
90-100	A = Excellent
80-90	B = Good
70-80	C = Satisfactory
60-70	D = Pass
< 60	F = Fail

Please note that while a D is usually considering passing, certain classes require a C or better to gain course credit.

Course load: All reciprocal exchange students must be enrolled as full-time students. To be considered full-time, students must take a minimum of 12 credit hours for undergraduates, or 9 credit hours for graduate students.

1 class = 3 credit hours = 45 contact hours

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Course Listing: The courses offered change each semester; however, the full course listing for Fall 2014 and Spring 2015 can be found at https://compass-ssb.tamu.edu:4501/pls/PROD/bwckschd.p_disp_dyn_sched. The Fall 2014 schedule will be available in April 2014. Business classes are listed using the following abbreviations:

- ACCT – Accounting
- BUSN – Business Administration
- FINC – Finance
- IBUS – International Business
- INFO – Information & Operations Systems (graduate only)
- ISYS – Management Information Systems (undergraduate only)
- MGMT – Management
- MKTG – Marketing
- SCMT – Supply Chain Management (undergraduate only)

Undergraduate courses: 100 to 400 numbered courses, e.g. FINC 445 or ISYS 210

Graduate courses: 600 numbered courses, e.g. ACCT 605

Graduate exchange students are eligible to take 600 level courses that are open to all majors. Graduate exchange student are not eligible to MBA or MS courses restricted for degree-seeking majors only. 300 and 400 undergraduate level courses are also open to graduate exchange students if approved by their school.

Course Enrollment: Exchange students **cannot** enroll themselves for these courses through the on-line registration system. Undergraduate students must attend the exchange student course enrollment meeting approximately 1 week before classes begin. Graduate students must contact Ms. Katy Lane for registration in graduate business courses.

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Things to do before you get to Texas A&M

1. Choose classes and get your schedule
2. Obtain documents and apply for the Visa
3. Find housing
4. Consider getting a sports pass
5. Pack your clothes according to the [weather](#)

Class Scheduling

Talk to your home university about what classes you can transfer [as soon as possible](#). Often times there is a lot of administration involved to get your classes approved. If possible, consult former exchange students about classes they can suggest.

Browse the Mays website to find the classes that are offered for the degree you pursue. If no syllabus for the coming semester is available ask Katy Lane or the professor for further information on the course.

Undergraduate (bachelor) students and **Master students** contact the REEP program coordinator at Mays ([Katy Lane](#)) who will assist you signing up for your classes.

After your arrival, your adviser will help you to finalize your schedule.

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Accommodation

It is the student's responsibility to secure housing for the duration of their studies. There is plenty of housing on-campus and off-campus available. Many exchange students stressed the advantages of having American roommates.

Semester vs. Year-long lease

On-campus student housing is available for semester and year-long leases. Off-campus housing often demands year-long contracts. But as the semester start approaches (2 - 3 weeks before) it is more likely that landlords are willing to rent for one semester only. Do not sign a contract that is longer than your stay.

Location

Mays Business School (Wehner building) is on the Westside of campus. The traditional main campus (including Memorial Student Center (MSC), International Student Services (ISS), and student housing) is on the Eastside. Buses connect you with housing on and off campus. **ISS can also assist you with Housing.**

On-campus:

Apply early. Students must be admitted to the University and have an assigned university Identification (UIN) before students can apply for on-campus housing. There are different options and price-categories but your first chose is not guaranteed. Most residence halls do not have a kitchen but you can purchase dining dollars to dine on campus. **Students living on-campus are required to buy a meal plan.**

For more information, visit: <http://reslife.tamu.edu/>.

The following locations were recommended by previous exchange students:

The Gardens: Graduate and senior students over 21, incl. a kitchen.

Modular Halls: Mostly undergraduate students; students particularly recommend those located on the Northside as they are closer to Wehner, Sbisa dining hall and the off-campus Northgate area.

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Off-campus: If you prefer to live off-campus, you want to live near a supermarket (Walmart, HEB, Kroger, etc.) and on the [A&M bus route](#).

It is recommended that students begin their housing search before arriving, but as mentioned above, many landlords do not offer semester leases at first. You might need to wait until 2-3 weeks before the semester starts. Please note that many apartment managers will require proof of ability to pay rent.

Do not sign a lease that is longer than your stay.

If you are seeking a roommate or sublease, try [AggieSearch](#) or [Craig's list](#).

For more information, visit: <http://studentlife.tamu.edu/agoss.offcampus>.

Selected Locations: [The Stack & The Rise](#): Near [Northgate](#), pool and gym. \$\$\$.
[Reveille Ranch](#): South of campus, far from supermarket; pool and gym. \$\$.
[Campus View](#): International student friendly, check ratings. \$.

Last-Minute Housing: If you come here without housing, contact [Campus View](#). They provide students temporary housing while looking for accommodation. Be aware that you might need a car and cellphone to look for housing.

Transportation

Public transportation in Texas is not as common. Texas A&M provides free [buses](#) to ride within campus and also to housing locations around campus. Buses run less frequently after 6 pm and on weekends. Most American students rely on their own cars for transportation. Please consider this when looking for housing, so that it is near to campus, a bus stop, the supermarket etc.

Walking is usually avoided by locals since the weather is hot and stores/supermarkets are quite spread out.

Bikes are a good transportation alternative if you do not have a car. [Walmart](#) sells cheap bikes, and you can get used bikes on [craigslist](#) or [campus bike](#) rental and sale. But be aware that the streets outside of campus are busy.

Car rentals can be useful to get to cities like Austin, Dallas, Houston, New Orleans and more. Check with them if your driver's license is adequate (e.g. international license). The traffic is right-handed.

Ride sharing, buses, and airlines can get you to your destination without a car. College Station has an [airport](#).

Popular resources: Car rentals: [Hertz](#)
Car sharing: [Zimride](#)
Buses: [Greyhound](#) from Bryan, Northgate [shuttle](#) bus, Houston [airport shuttle](#)
Flights: [Priceline](#), [Hipmunk](#) and many more.

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Additional Consideration

Visa: All international students must secure a visa prior to arriving in the U.S. Exchange students will apply for a J-1 visa. For detailed instructions on obtaining a U.S. visa, visit <http://iss.tamu.edu/immigration/visatravel.asp>.

Health Insurance: All international exchange students will automatically be enrolled in a medical health insurance plan that meets specific coverage requirements for the duration of their stay. For a list of the compliance regulations and instructions for insurance verification as well as information about healthcare and insurance in the United States, visit <http://iss.tamu.edu/insurance/insurance.asp>.

Estimated Program Costs

	<u>Fall or Spring Semester</u>	<u>Summer</u>	<u>Academic Year</u>
Undergraduate			
Living Expenses	US \$6,144	US \$4,097	US \$12,287
Graduate			
Living Expenses	US \$6,783	US \$4,415	US \$13,565

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Student Services & Activities

As a student at Texas A&M you have plenty of opportunities to get involved. There are nearly 1000 recognized student organizations on campus that you can join and benefit from the “other education” outside the class room. There are also a lot of groups specific to international students. A small sample of student groups is listed below:

Intl. Student Services Global Support Programs offers many services to international students including immigration services and advising, personal advising, community and campus outreach activities, special programs, and the administration of scholarships, grants and loans for international students.

Intl. Business Assoc. IBA is an organization at Mays Business School which seeks to enhance the knowledge and understanding of different cultures around the world as well as encourage students to learn about and take part in international experiences.

Intl. Student Assoc. ISA is a student organization which seeks to promote cultural exchange between and among international and U.S. students.

College Sport Games A lot of weekend activities at Texas A&M are centered around sports, especially the football games in the fall semester. Many exchange students have enjoyed being part of the “12th Man”. As a student you can get a sports pass that allows you to go to all home games. Purchasing a single ticket for football is possible but they are rare. You are allowed to sell your student ticket for the price stated on the ticket.
Buy a sports pass 2-3 months before the semester starts.

Recreation Center The Recreation Center offers a wide range of team sports and gym activities.

Northgate Area on the north side of campus with many restaurants and private student housing.

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Additional Resources

- Welcome Guide** The Texas A&M International Student Services Office has put together an online orientation that answers many frequently asked questions regarding the policies and procedures for international students both prior to and after arrival. The welcome guide can be found at http://iss.tamu.edu/checkin_orientation/orientation.asp.
- Orientation & Check-In** The Texas A&M University Study Abroad Program Office will hold a special mandatory orientation for all exchange students that will take place approximately 1-2 weeks before the semester begins. The International Student Services Office also holds a mandatory orientation and check-in program. A sample agenda and a list of the documents required for check-in as well as a calendar of other mandatory & optional events for international students may be found at http://iss.tamu.edu/checkin_orientation/checkin.asp.

General Information

Texas A&M University

From humble beginnings in 1876 as Texas' first public institution of higher learning, to a bustling 5,000-acre campus with a nationally recognized faculty, Texas A&M University is one of a select few universities with land-grant, sea-grant and space-grant designations. With an enrollment of about 50% men and 50% women, 25 percent of the freshman class are the first in their family to attend college. Here, 38,000-plus undergraduates and more than 9,000 graduate students have access to world-class research programs and award-winning faculty. Texas A&M has two branch campuses, one in Galveston, Texas, and one in the Middle Eastern country of [Qatar](#). Texas A&M also operates three overseas centers in [Mexico City, Mexico](#), [San Isidro, Costa Rica](#) and [Santa Chiara, Italy](#), which serve students, faculty and researchers year around. This research-intensive flagship university with 10 colleges consistently ranks among the top twenty-five nationally by *The Washington Monthly* for "tangible contributions to the public interest." *U.S. News and World Report* ranked Texas A&M second in the nation among public universities in the "great schools, great prices" category. Many degree programs are ranked among the top 10 in the country. Visit <http://www.tamu.edu/about/traditions.html> to learn more about A&M traditions.

For more information about Texas A&M, visit www.tamu.edu.

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Mays Business School

Texas A&M University's Mays Business School educates more than 5,000 undergraduate, master's and doctoral students in accounting, finance, management information systems, management, marketing, and supply chain management. The school consistently ranks among the top public business schools. Mays partners with national and regional business executives to deliver relevant education shaped by industry expectations and insights. Mays' home in the Wehner Building offers a dynamic learning environment for faculty and students, featuring interactive teaching tools, wireless Internet throughout the building and multiple computer labs. Mays is accredited by AACSB international, the premier accrediting agency and service organization for business schools. Our mission is to create knowledge and develop future ethical business leaders for a global society.

For more information about Mays Business School, visit <http://mays.tamu.edu>.

Center for International Business Studies

The Center for International Business Studies (CIBS) was created in 1985 and is responsible for internationalizing the business programs in Mays Business School and the international business dimension of the university's other programs. Within the CIBS framework a U.S. Department of Education designated Center for International Business Education and Research (CIBER) has been in operation since 1990. CIBERs are established at selected universities to promote the nation's capacity for international understanding and economic enterprise. The CIBS office facilitates study abroad programs for business students as well as all incoming and outgoing reciprocal exchanges through Mays Business School.

For more information about CIBS, visit <http://mays.tamu.edu/cibs>.

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Program Information

MBA Program

The Mays Business School MBA Program has quickly grown into one of the nation's best, being ranked in the Top 10 in U.S. Public School MBA Programs by both *Financial Times* and *Forbes Magazine*. It was also ranked as being 1st in the U.S. as the Best Value for Money by Financial Times in 2010. Full-time MBA Program students attend classes on campus in College Station and can complete the program within 18 months (16 months of instruction) with students taking 49 credit hours. The Executive MBA program is designed for business professionals and is a 2-year program (18 months of instruction). Students attend classes on Fridays and Saturdays in The Woodlands, TX and complete 45 credit hours over the course of the program.

For more information about the MBA Program, visit <http://mba.tamu.edu>.

Master's Degree Programs

May's Business School offers Master of Science degrees in Accounting, Management Information Systems, Human Resource Management, Marketing, Real Estate and Agribusiness (jointly administered by Mays Business School and the College of Agriculture and Life Science). The various programs require a total of 36-39 hours of coursework, which can be completed in about 18 months. Some programs, including the Real Estate program may require more hours depending on prior coursework and career aspirations.

For more information about the Master's Degree Programs at Mays Business School, visit <http://mays.tamu.edu/degrees-and-majors/masters/>.

Undergraduate Programs

Mays Business School offers Bachelor of Business Administration programs in seven majors: Accounting, Finance, Management, Marketing, Information and Operations Management, and Business Honors as well as Agribusiness, which is jointly administered by Mays Business School and the College Of Agriculture and Life Sciences. In addition to these degree programs, students may also pursue certificates in 5 areas including International Business. Students from other colleges within Texas A&M also have the option of pursuing a minor in Business, which includes 18 hours of business coursework.

For more information about Undergraduate Programs at Mays Business School, visit <http://mays.tamu.edu>.

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Location Information

Bryan/College Station

Texas A&M University is located in College Station, TX with the neighboring city of Bryan immediately to the northwest. College Station was founded when the college was founded in 1876 and was named for the train station that provided access to the school which, at the time, was very isolated. Because of its history, College Station is a true “college town” in which life is largely centered on the university. Today, College Station has a population of nearly 100,000 and Bryan has a population of nearly 70,000. The two cities are often collectively referred to as “Aggieland,” making reference to the nickname of the university’s sports teams, as well as students and others who are affiliated with Texas A&M: the Aggies. Bryan/College Station is located within a 180-mile radius of the 5 largest cities in Texas (encompassing 80% of the state’s population).

For more information about the Bryan/College Station area, visit <http://www.visitaggieland.com>.

State of Texas

Texas is the 2nd largest state in the U.S. both in terms of population as well as land area. Due to its large size, the state has a diverse landscape ranging from swamps, piney woods, plains, hills, deserts and mountains. Texans are generally very proud of their history, which includes a 10 year period as an independent republic before admission as a constituent state of the U.S. Texas is home to many large cities/metropolitan areas including Houston, Dallas/Fort Worth, San Antonio, Austin, and El Paso.

For more information about the state of Texas, visit <http://www.traveltex.com>.